

MONTANA LEGISLATIVE JOB DESCRIPTION

TITLE: Executive Director Band 9

DIVISION: Legislative Services Division

JOB SUMMARY: Plans, administers, and supervises the work of the Legislative Services Division. Directly supervises Code Commissioner and Director of Legal Services Office, Director of Office of Research and Policy Analysis, Director of Legislative Information Technology Office, Legislative Environmental Policy Analyst, Financial Services Manager, Human Resource Manager, Documents Processing Manager, and Publications Coordinator. Advises the Legislative Council and legislative leadership on legislative management issues and participates with the Legislative Auditor and Legislative Fiscal Analyst to provide staff leadership for the Legislative Branch. Drafts legislation and staffs committees. This is a non-partisan position.

ASSIGNED DUTIES AND TASKS:

- Administers the Legislative Services Division and supervises the four Office Directors, Financial Services Manager, Human Resource Manager, Documents Processing Manager, and Publications Coordinator. Organizes work and assigns it within the Division. Recruits, selects, and supervises staff. Monitors work in progress to ensure completion, timeliness, and quality.
- Recommends budgets to meet Division and Branch responsibilities. Oversees management and allocation of the Division budget. Assists in managing budgets for the House and Senate.
- Provides advice to the Legislative Council, other legislators, and others. Represents the Division to outside groups, providing oral and written statements and reports. Answers questions and provides information on a wide range of legislative topics.
- Participates with the Legislative Auditor and Legislative Fiscal Analyst to provide staff leadership in meeting legislative Branch duties. Coordinates work both within the Division and throughout all legislative Branch agencies. Participates in or leads various task forces and work groups. Leads the Legislative Branch Computer Systems Planning Council.
- Writes bills, resolutions, and amendments for introduction in the Legislature. Works with sponsors or designees to clarify drafting requests. Writes legislation in a clear, concise, well-organized, and technically correct manner following the guidelines of the Bill Drafting Manual. Works with committee members, agency representatives, bill sponsors, and amendment coordinators to clarify the purposes of amendments and write amendments responsive to their concerns.
- Provides staffing services to legislative committees. Becomes and remains informed about subjects of interest to the committee. Anticipates needs of committee and works closely with committee chair to facilitate timely and efficient committee work. Advises committee on technical matters; prepares research, bill summaries, and amendments; and reviews committee minutes. Works as part of team with the committee chair, committee members, committee secretary, colleagues, and others.

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of management and administrative processes in government organizations.
- Thorough knowledge of legislative procedures and administration.
- Thorough knowledge of Montana laws, Legislature, and state government.
- Substantial knowledge of bill drafting principles and practices.
- Substantial knowledge of the principles, procedures, and methods of legal, historical, and political research.

- Substantial knowledge of application of computer word processing to text processing.
- Substantial knowledge of personnel and procurement laws and practices.
- Substantial knowledge of state budgeting and appropriations processes.
- Substantial knowledge of Montana history, geography, economics, and demographics.
- Substantial knowledge of proper grammar, spelling, punctuation, and writing style.
- Ability to communicate effectively orally and in writing.
- Ability to plan, organize, and direct work and evaluate results and alternative strategies.
- Ability to implement sound management practices.
- Ability to supervise others.
- Ability to understand and apply rules, policies, and procedures.
- Ability to work as part of a team.
- Ability to work independently to manage a variety of projects.
- Ability to maintain composure and meet deadlines under time pressure.
- Ability to maintain confidentiality and handle politically sensitive work.
- Ability to communicate and perform effectively and diplomatically with personal contacts.
- Ability to conduct meetings and make presentations.

WORK RELATIONSHIPS/PERSONAL CONTACTS:

The Executive Director interacts with legislators, legislative employees, employees in the Executive and Judicial Branches, lobbyists, media, attorneys, and members of the public.

REPORTING REQUIREMENTS:

The Executive Director reports to and works under the general supervision of the Legislative Council.

WORKING CONDITIONS:

The Executive Director works in an ordinary office environment. The Director is expected to work considerable overtime hours during the legislative sessions and interims. Some travel may be included.

QUALIFICATIONS:

Master's Degree

Eight years of progressively responsible, relevant work experience